



Human Resources

DATE POSTED: April 28, 2006

REQ. # 06-111

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 04-28-2006 TO 05-04-2006, but will remain open until filled.

| DEPARTMENT/DIVISION |
|---------------------|
| LIBRARY |

| POSITION AVAILABLE |
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| LIBRARY SYSTEMS TECHNICIAN II |

| # OF OPENINGS |
|---------------|
| 1 |

| STARTING SALARY |
|-----------------------|
| \$11.65 / hour |

| COMMENTS |
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| Full time position; Monday - Friday 8am - 5pm. Performs technical and related work in the operation of the Technical Services Department of the Library. Must be knowledgeable of MARC record formatting; must be able to catalog at least two mediums of library materials. Constant use of computer; must be able to troubleshoot computer and printer problems. Must be able to handle computer problems via telephone to assist branch locations. |

| VETERANS PREFERENCE |
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| It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department. |

JOB CODE: 611
PAY GRADE: 12
SALARY: \$11.65 - \$17.74
LIBRARY SYSTEMS TECHNICIAN II

MAJOR FUNCTION: Performs highly detailed and technical work in the operation of the Library System's Network Support Section.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Mastering at least two MARC media formats, Anglo-American Cataloging Rules (2nd ed., rev.), Dewey Decimal Classification, Library of Congress Subject Headings; working knowledge of personal computers, printers and local area networks; working knowledge of library procedures.

Abilities: Ability to perform assigned duties while exercising some individual judgment and initiative. Ability to understand and follow written and oral instructions. Ability to learn quickly and to adhere to prescribed routines. Ability to keep routine records and to make simple reports. Ability to communicate effectively both orally and in written form. Skill in typing with reasonable speed and accuracy. Ability to establish and maintain effective working relationships with library staff and other County employees.

ESSENTIAL JOB FUNCTIONS: Trouble-shoots PC and network problems on-site and at the branches. Reports unresolved problems to County Information Technology Customer Service and monitors resolution. Performs derivative and some original cataloging for print and non-print materials following national standards for bibliographic description. Assists in the day-to-day in-house operations for automated report generation for statistical and managerial purposes. Occasionally exercises supervision in the Network Support Section and operations as necessary. Processes library materials. Other related library tasks as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Occasional walking and standing. Vision must be good enough to enable the reading of instructions either hand written or computer generated. Must have good command of English language and be able to hear normal telephone conversations. Occasionally called upon to lift objects of 30 pounds or less.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the library facility in a sedentary position. Some areas of the library facilities have high dust levels, which may cause allergic reactions.

WORK HAZARDS: Possible vision dysfunction due to computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Associate or Bachelors degree with at least one (1) college level or technical school course in basic computer science and attendance at cataloguing workshops offered by colleges or regional library consortia. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Two (2) years of work in data entry or in technical services work in an automated library environment. Some supervisory experience preferred.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida driver's license and good driving record are required.

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| Union | Non-Union ✓ | Exempt | Non-Exempt ✓ |
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